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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of the Finance Committee held at 4pm, May 9 2022 held online via Microsoft Teams

Present: Cllrs Mike Sherwood, G Dixon, K Thomas

In attendance: Helena Fox, Clerk

1. **To receive apologies for absence:** There were none.
2. **Press and public session:** There were none
3. **To receive any declarations of interest under the Code of Conduct:** There were none.
4. **To receive the monthly bank reconciliations, statements and petty cash:** Bank reconciliations and statements for accounts for April were presented and accepted. The signature of the Chairman of the Finance Committee will be applied digitally.
5. **To receive the schedule of income and expenditure:** this was reviewed for April and some duplicate entries were noted. The Clerk will investigate.
6. **To review investment of Council funds and decide on any transfers at year end:** At April 30 PCC had:
 - 6.1. Current Ac: £64,324.36
 - 6.2. Deposit Ac: £83,449.49 - as at 5.5.2022 this is £85,684.05 to match EMRs.
 - 6.3. CCLA: £175,632.72
 - 6.4. Petty Cash: £218.69Total: Approx £323,625.26

No transfer from the CCLA was recommended.

7. **To review the PCC Accounts, Annual Return and Internal Audit Report for 2021-2022:** The following documents were provided to the Finance Committee as part of its review of the Accounts and Internal Audit for 2021-2022. It was **RECOMMENDED** to accept and approve the reports and accounts for 2021-2022:
 - a. Internal Audit Report 2021-2022
 - b. Annual Return 2021-2022: this was reviewed and **RECOMMENDED** that the Annual Return be approved and that the Governance Statement be marked yes for each question where applicable to PCC.
 - c. Explanation of variances
 - d. Arrangements for making payments
 - e. PCC Assets
 - f. Supporting Statement: Lease between Pentyrch Community Council and Dr R Stone and Dr A M Arulanandam dated 16.11.2019 for three years for use of land at Pentyrch Village Hall for a portacabin for GP surgery. This was noted for the new Council to consider the management of the end of the lease in November 2022.
 - g. RFO Final Report:
 - h. Balance Sheet:
 - i. Income/Expenditure account summary
 - j. Income/Expenditure
 - k. Bank Reconciliation
 - l. Ear-marked Reserves
 - m. Reserves reconciliation
8. **To receive an update on bank signatories:**
 - 8.1. The Clerk reported that the Co-operative Bank confirmed that Cllr Dixon was now a signatory on the account and the online registration should be able to be completed at the end of this week once the paperwork and token arrived.

- 8.2. The CCLA have confirmed that Cllr Gary Dixon is a signatory to the CCLA account.
- 9. To consider requests for Platinum Jubilee Grants:** there were none.
- 10. To authorize for payment invoices and cheques presented by the RFO:** this will be done by email in the usual way.
- 11. To consider any overtime for staff (excluding changes to permanent worked hours):** It was **RECOMMENDED** to pay 11.25 hours of time to the Clerk for hours worked following the April full council meeting. Since the pay for May has been pre-approved if PCC agrees to pay these extra hours, they can be added to the June payroll.
- 12. To approve any proposed purchases for budgeted items up to £2,000:** It was **RESOLVED** to approve:
- 12.1. Rialtas: annual support and maintenance for up to 5 users: £179 + VAT
- 13. To make recommendations on any budgeted expenditure over £2,000 as previously approved by Main Council:** There were none.

Date of the next meeting: Monday June 8 2022 at 4pm: to be confirmed.

Cllr Dixon closed the meeting at 16:40.

Cllr Dixon thanked both Cllrs Mike Sherwood and Karen Thomas for all their work on the Finance Committee during the last council term.

Signed

Dated May 16 2022